

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
VACANCY ANNOUNCEMENT**

Position Announcement No. 11-20

Position Title:	Chief U.S. Probation Officer
Salary Range:	JSP 14 - 18: \$96,690 - \$165,300, depending on qualifications
Position Location:	United States Probation Office MIDDLE DISTRICT OF FLORIDA
Duty Station:	Tampa, Florida
Closing Date:	January 13, 2012

This position will become available in May, 2012

The United States District Court for the Middle District of Florida is seeking a Chief U.S. Probation Officer. The Chief U.S. Probation Officer administers and manages the Federal probation and supervised release services within the judicial district of appointment.

The U.S. Probation Office for the Middle District of Florida is one of the largest and most complex Probation Offices in the country due to both the Court's size and the District's geography. The Probation Office employs approximately 175 employees in offices located in Tampa, Orlando, Jacksonville, Fort Myers, Ocala, Cocoa, Sarasota, Naples and Lakeland. The Chief U.S. Probation Officer in the Middle District of Florida administers and manages all daily operations.

The Chief Probation Officer is responsible for ensuring the expeditious handling of all investigative probation work for the Court, for the effective supervision of probationers and supervised releasees as well as the administration of district-wide programs for drug/alcohol/mental health services for offenders. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As certifying officer for the Probation Office, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls.

A Chief U.S. Probation Officer performs duties and responsibilities such as the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and supervised release authorities to include effective case supervision of probationers and supervised releasees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission requirements for the administration of probation and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery. Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the court.

- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Prepares operating budget and makes estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm and morale.
- Develops and maintains a public relations program that explains probation, supervised release, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or supervising probation officers.
- Performs related duties as required by the court.

Organizational Relationships

Selected and retained by the Board of Judges of the Middle District of Florida, the Chief U.S. Probation Officer is a high-level management position that is under the administrative direction of the Chief Judge of the District Court and is directly responsible for the administration of the probation office.

Minimum Qualifications

To qualify for a position of Chief Probation Officer JSP-14 through JSP-18, an applicant must have received a bachelor's degree from an accredited college or university and possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

The three years of specialized experience is mandatory and does not permit any substitutions. Five years of specialized experience is preferred.

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Court-Preferred Skills

Additional qualifications, skills, and experience preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions and experience in long and short-range planning.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- Advanced degree is preferred. Substantial knowledge of and experience in the operations and management of federal probation services. Excellent organizational leadership and management skills. Knowledge of federal judiciary strategic direction, policies and procedures. Knowledge of the U. S. Sentencing guidelines, applicable statutes and case law and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

Desirable Personal Characteristics

A successful candidate must be a leader and motivator; must be highly organized; must possess maturity, tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required. A successful candidate must be flexible and be conscientious about detail and accuracy. A successful candidate must be able to balance the demands of varying workload responsibilities and deadlines.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

Each applicant must be a U.S. Citizen or eligible to work permanently in the United States

Travel and moving expenses are not authorized for reimbursement.

This position may require travel. If an office vehicle is not available, the incumbent is expected to use a personal vehicle and will be reimbursed for mileage.

The medical requirements and the essential job functions derived from the medical guidelines of probation officers, and officer assistants are available for public review at <http://www.uscourts.gov> (click on U.S. Probation and Pretrial Services Officers/What Professional Standards Apply to Them/Officer and Officer Assistant Medical Requirements). The incumbent will be subject to on-going random drug screening.

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. At the Court's direction, references and former employers (whether listed as references or not) of the final group of candidates may be called to seek information on past performance history.

The court requires employees to adhere to a Code of Conduct that is available upon request. Prior to appointment, applicants considered for this position will undergo a full field background investigation and a credit record check. Incumbent may be subject to updated background investigations every five years.

BENEFITS

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. These benefits include participation in the Federal Employees' Retirement System, which contributes to the Social Security Retirement Program, Federal Employee's Health Benefits, Federal Employees' Group Life Insurance, Federal Employees Dental and Vision Programs, Thrift Savings Plan (similar to 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years' federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

APPLICATION PROCESS

Qualified applicants should submit **an original and nine copies of:**

- A letter of application with resume that addresses applicant qualifications, skills, and management experience necessary for the position
- Two most recent performance evaluations
- References

The application packet should be marked **CONFIDENTIAL** and mailed to:

**Human Resource Director
U.S. District Court
Middle District of Florida
401 West Central Boulevard, Suite 2100
Orlando, FL 32801-0210**

Only those applicants accepted for an interview will receive a response from the Court.

THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.